

**Loyola**  
**College**  
Montreal Canada

**FACULTY**  
-----

**MANUAL**  
-----

## FACULTY     MANUAL

### T A B L E     O F     C O N T E N T S

#### ACADEMIC ORGANIZATION

#### Page

The President.....	1
The Dean of Studies.....	1
The Associate Deans and Directors.....	1
The Senate.....	2-3
Faculty Councils.....	4
Chairmen of Departments.....	4-5
The Registrar.....	6

#### FACULTY COMMITTEES

The Committee on Appointments, Rank and Tenure.....	6
The Committee on Academic Standing.....	6
The Admissions Committee.....	6
The Curriculum Committee.....	6
The Committee on Research.....	6
Evening Division Committee.....	7
The Library Board.....	7
The Scholarship Committee.....	7
<u>Ad Hoc</u> Committees.....	7
The Committee on Religious Activities.....	7
The Committee on Student Life.....	7
Sub-Committees.....	8
Athletic Directorate.....	8

#### ACADEMIC STAFF

Part-time and special.....	8
Full-time - Instructor; Lecturer; Assistant Professor.....	8
Associate Professor; Professor.....	9

TABLE OF CONTENTS

- 2 -

Page

FACULTY COMMITTEE ON APPOINTMENTS, RANK AND TENURE.....	9
APPOINTMENTS.....	10-11
Recruitment.....	11
TENURE.....	11-12
PROMOTION.....	13-15
CONTRACTS.....	15-16
SALARY.....	16-17
 <u>BENEFITS</u>	
Pension Plan.....	17
Group Life Insurance.....	17
Medical Insurance.....	18
Tuition.....	18
Dining Room Facilities.....	18
Parking.....	18
 <u>LEAVES</u>	
Summer leave.....	18-19
Short-term leaves.....	19
Study leaves during summer.....	19
Sabbatical leave.....	19-20
Study leave.....	20
Leave of absence.....	20-21
Sick leave.....	21
 <u>TRAVELING EXPENSES</u>	
On appointment.....	21
To Conferences.....	21-22
MEMBERSHIP IN LEARNED SOCIETIES.....	22
ACADEMIC STAFF RECORDS.....	22-23
RETIREMENT.....	23

## I. ACADEMIC ORGANIZATION:

- i. The President is the Chief Executive and Administrative Officer of the College.
- ii. The Dean of Studies administers the academic affairs of the College with direct responsibility to the President.
- iii. The Associate Deans and Directors are appointed by the President and are members of the Senate. They are subordinate to the Dean of Studies. Together with the Dean of Studies, the Associate Deans and Directors form the Committee of Deans. They recommend to the Senate candidates submitted for degrees by the Departments. Their responsibilities deal with the academic administration of their appropriate Faculty in the areas of staff, curriculum, budget, and the supervision of the students.  
The duties of Associate Deans and Directors include the following;-
  - (a) to supervise and coordinate the academic work of their Faculties in cooperation with the Chairmen of the Departments in their Faculties; this will include the study of curriculum, the supervision of courses, the calling of regular meetings of the Chairmen of the Departments in their Faculty.
  - (b) to supervise the work of the students in their Faculties; this will include student orientation, student change of courses and extra curricular activities.
  - (c) to cooperate with the Dean and the Chairmen of Departments in the preparation of the budget.
  - (d) to coordinate the efforts of the Chairmen of the Departments in the recruitment of new faculty members.



- iv. The Senate (Constitution revised February, 1967).
1. The Senate consists of twenty-five members.
  2. The ex officio members of the Senate are -  
The President,  
The Dean of Studies,  
The Associate Deans and Directors for each Faculty,  
The Director of the Evening Division,  
The Dean of Students,  
The Registrar.
  3. There are fourteen elected members from the four Faculties,  
elected by the Faculty Councils;  
eight members from the Faculty of Arts,  
four members from the Faculty of Science,  
one member from the Faculty of Commerce,  
one member from the Faculty of Engineering.
  4. There are two members of Faculty appointed by the President.
  5. Fifteen members constitutes a Quorum.
  6. The President is the Chairman of the Senate.
  7. The Registrar is Secretary of the Senate.
  8. The Senate is the authority in all academic matters and  
has the right to concern itself with matters indirectly  
academic.
  9. The Executive Committee of the Senate is made up of -  
The President,  
The Dean of Studies,  
The Registrar, and  
four members of Senate elected by the Senate.
  10. In order to revise the constitution of the Senate a motion  
must be presented at two successive meetings of Senate and  
passed by a two-thirds majority on each occasion and it  
must be presented to a meeting of Faculty and passed by a  
simple majority of those voting.

11. The Senate has the following specific powers -

- (a) to make regulations regarding the academic qualifications for appointment and promotion, tenure and sabbaticals, of the members of the academic staff;
- (b) to appoint committees as it may deem advisable, and to delegate to any such committee any of its powers;
- (c) to determine the academic programs pursued in the College and to concern itself with the conduct, activities, and discipline of the students;
- (d) to determine standards for admission to the College, courses of study, and qualifications for degrees;
- (e) to conduct examinations and appoint Examiners;
- (f) to deal with matters arising in connection with the award of scholarships, medals, prizes and other awards;
- (g) to confer academic degrees;
- (h) to determine the academic terms on which any new Department may be established in the College;
- (i) to appoint a Library Committee to define Library policy;
- (j) to submit an academic budget;
- (k) to make by-laws and regulations for the conduct of its affairs.

- v. Faculty Councils consist of members of the teaching staff of the respective Faculties. The Associate Dean or Director is Chairman of the Council. He is assisted by an Executive Committee. The function of the Councils is to make recommendations to the Senate on academic matters and to perform such other functions as the Senate may, from time to time, designate.
- vi. Chairmen of Departments are appointed by the President upon the recommendation of the Dean of Studies, after consultation with the Associate Dean of the Faculty, the senior members of the Department, and other qualified members of the Faculty. The Chairmen are responsible to the Associate Dean of their Faculty, the Dean of Studies and the President.

The chief responsibilities of the Chairmen are as follows;-

- (a) to ensure that the operation of the Department is in accordance with the policy of the College.
- (b) to call regular meetings of the Department and to give a report on such meetings to the Associate Dean, the Dean of Studies and the President.
- (c) to coordinate the work of the Department; to ensure that common standards of excellence are maintained, particularly in courses where more than one member of the Department is involved.
- (d) to ensure that examination results of the Department are reviewed before submission to the Associate Deans and the Record's Office.



- (e) to prepare an annual report on the work and status of the Department.
- (f) to represent the Department in administrative matters and in such academic matters as are within the scope of the Department.
- (g) in consultation with the Department, to discover suitable candidates for a vacancy in the Department, and to recommend candidates to the Dean of Studies and to the Committee on Appointment, Rank and Tenure (C.A.R.T.).
- (h) to make recommendations to C.A.R.T. concerning promotions, salary adjustments, contracts, tenure, and leaves of absence for the members of the Department.
- (i) to prepare and submit, after consultation with the members of the Department; the annual budget, the library budget, and orders for texts to be sold through the book store.
- (j) to carry out, under the direction of the Registrar, the registration of students in the Department, and to maintain up-to-date records on such students.
- (k) to encourage and initiate research; and to provide for representation at, and participation in, professional associations, conferences and other functions.
- (l) to perform such other duties in connection with the operation of the Department as may be assigned to them by the Associate Dean, the Dean of Studies, or the President.



- vii. The Registrar is the officer in charge of student records, issues reports and transcripts, oversees the admission of students and registration, sets examination and class schedules, issues College statistics on enrolment, publishes the College calendar.

II. FACULTY COMMITTEES:

i. The Committee on Appointments, Rank and Tenure:

Its function is to recommend policies and procedures concerning the appointment, salary increases, promotion and retirement of faculty members.

ii. The Committee on Academic Standing:

Whose duty is to review the policy on Academic Standing and Promotion; to recommend to the Senate policies and procedures covering appeals from students; to review final examination results.

iii. The Admissions Committee:

To examine the policy on admissions and to recommend to the Senate modifications in the regulations.

iv. The Curriculum Committee:

To examine the present program of studies and requirements for degrees; to recommend to the Senate adjustments in the program.

v. The Committee on Research:

To recommend to the President and to the Senate a coordinated policy on research, covering all the research activities of the College; to devise procedures covering the submission, consideration and approval of research projects.

vi. The Evening Division Committee:

Recommends to the Senate policies concerning the Evening Division.

vii. The Library Board:

To formulate Library policies and to advise the Librarian in the carrying out of these policies. The Committee reports to the Senate.

viii. The Scholarship Committee:

To examine the policy on scholarships and bursaries. The Committee reports to the Senate.

ix. Ad Hoc Committees:

- a) the Committee on the scheduling of lectures and examinations.
- b) the Prospectus Committee.
- c) the Committee on visiting lecturers, special speakers, etc.
- d) the Committee on College and University Television.

x. The Committee on Religious Activities:

Its function is to coordinate the religious activities of the College. The Committee reports to the President.

xi. The Committee on Student Life:

Its function is to act as a coordinating body dealing with the non-academic activities of the students. The Committee reports to the President.

xii. Sub-Committees:

- a) Residence Hall Committee
- b) Discipline Committee
- c) Students' Services.

xiii. Athletic Directorate:

An advisory board on athletic activities.

III. ACADEMIC STAFF:

The Academic Staff is classified under the following headings;

- (a) Part-time and special, such as Visiting Professor, Sessional Lecturer, etc. Part-time members of the Faculty are normally given the rank of Instructor or Lecturer. The status pertains to their part-time engagement, not to their qualifications.

(b) Full-time:

- i. Instructor: An Instructor is a member of the Faculty, engaged on a yearly basis, who has the potential for advanced graduate work, but who as yet has not had the opportunity for advanced study. He may be assigned independent teaching of classes and the conduct of a laboratory, under the direction of the Chairman of the Department.
- ii. Lecturer: is a member of Faculty who, on appointment, will be required to hold at least the Master's degree or equivalent. He is assigned the independent teaching of classes or the conduct of a laboratory under the direction of the Chairman of the Department.
- iii. Assistant Professor; is a member of the Faculty who, on appointment, will normally hold a Doctoral degree, or a Master's degree with at least three years teaching experience, or other qualifications



judged equally satisfactory.

- iv. Associate Professor; is a member of the Faculty who, on appointment, will normally hold a Doctoral degree with considerable teaching experience and an established research background, beyond that involved in the completion of academic training, or other qualifications judged equally satisfactory.
- v. Professor; is a member of the Faculty, who on appointment, will normally hold a Doctoral degree or other qualifications judged equally satisfactory. He should have considerable teaching experience and be recognized as a scholar and authority in his field.
- vi. Each full-time rank has its own salary scale.

IV. FACULTY COMMITTEE ON APPOINTMENTS, RANK AND TENURE:

(Henceforth referred to as C.A.R.T.).

- i. The Committee will consist of the Dean of Studies, two full-time members of Faculty, elected by the Faculty from among the senior professors; and two full-time members of the Faculty, appointed by the President from among the senior professors.
- ii. a) senior professors are taken to be Full Professors with at least one year of service at the College. Associate Professors with at least one year of service at the College and Assistant Professors with at least six years of service at the College.  
b) the term "Faculty" signifies all full-time members of the teaching staff in the College.

- iii. Elected members of the Committee will normally hold the position for two years on a rotating basis.
- iv. Faculty elections will precede the appointment by the President.

V. APPOINTMENTS:

- i. Faculty rank at the time of initial appointment will be determined by the President, on the recommendation of the Deans, Department concerned, and C.A.R.T. C.A.R.T. meets in December and April to review appointments.
- ii. Initial appointment to the rank of Instructor and Lecturer will be for one year. Instructors or Lecturers may be reappointed for one year if their teaching is satisfactory.
- iii. Initial appointment to the rank of Assistant Professor and Associate Professor will usually be for a one year period and renewable for one year, and then for three years, unless otherwise recommended by the Dean and the Department.
- iv. Appointment is for twelve months of the year. This in no way indicates that the Faculty member is obliged to work for the College during all, or part, of the period of annual leave. Outside employment during the academic year may not be undertaken except by permission of the Dean of Studies.
- v. Appointment of all Faculty members shall be made in writing by the President of the College and shall be accepted in writing by the Faculty member.

- vi. A member of Faculty may accept an invitation to teach in the Evening Division after obtaining approval from the Chairman of his Department and will receive an honorarium additional to his regular salary, in accordance with the current Evening Division salary scale. A full-time Faculty member will normally teach no more than one course in the Evening Division.
- vii. Recruitment: Discovering suitable candidates for a vacancy is ultimately the responsibility of the Dean but he normally delegates his duty to the Associate Deans and the Chairmen of Departments. For each vacancy a systematic effort should be made to obtain suggestions regarding possible candidates from a large number of suitable sources. Normally, an appointment is not made without an interview.

VI. TENURE:

- i. Tenure shall be taken to mean permanent appointment, or appointment "without term."
- ii. The granting of tenure shall be determined by the President on recommendation of C.A.R.T., the Dean, and the Chairman of the Department concerned.
- iii. Tenure is not given automatically. The granting of tenure normally signifies that the College is satisfied with the Faculty member concerned.
- iv. The President will inform the teacher by December 15th., if he will be granted tenure at the beginning of the following academic year.



- v. The College policy on tenure relative to rank is normally as follows:-
- (a) Instructors and Lecturers: Faculty members at the rank of Instructor and Lecturer will not have tenure.
  - (b) Assistant Professors: Faculty members attaining the rank of Assistant Professor will be eligible for tenure at the beginning of the fifth year of service at the College. However, previous teaching experience or service, undertaken elsewhere and deemed equally satisfactory, will be taken into consideration in reducing the above mentioned period. Of prime importance in awarding of tenure is the attaining of a terminal degree.
  - (c) Associate Professor: Faculty members at the rank of Associate Professor will normally be granted tenure at the beginning of the fifth year of full-time service at the College. However, previous teaching experience or service, undertaken elsewhere and deemed equally satisfactory, will be taken into consideration in reducing the above mentioned period.
  - (d) Professor: Faculty members appointed at the rank of Full Professor will normally be granted tenure at the beginning of the third year of full-time service at the College; special arrangements may be made in the case of initial appointment.
- vi. Members of Faculty having tenure should give notice by January 15th., if they intend to terminate their services at the end of the academic year. Special arrangements may be made in extraordinary cases.

- vii. Termination of contract is not to be interpreted as dismissal. A decision on dismissal is taken by the President only after the Faculty member has had the opportunity to be heard before a Committee within the College, consisting of Faculty members, two of whom are chosen by the Administration, two by the Faculty member himself, and the fifth by agreement of the four thus chosen. The Chairman of the Committee, elected by a majority vote, will be responsible for establishing its procedure and for insuring that the Faculty member be given a fair hearing. The Committee will forward the recommendations to the President, who will make the final decision after meeting in consultation with the Committee. A report of the Committee's proceedings will be confidential but can be made available to the member of Faculty concerned, to C.A.U.T., and to an appeal board, if one is established.
- viii. It is strongly recommended that informal mediation take place before a formal hearing is undertaken.

VII. PROMOTION:

- i. Each member of the Faculty is considered officially every year for salary increment and promotion.
- ii. The Chairman of the Department concerned will normally initiate recommendations for promotion and salary adjustments. All Faculty members desiring promotion and salary adjustments may send their applications to C. A.R.T. by November 1st. However, whether the Faculty member applies or not, his case will be considered by C.A.R.T.

- iii. The following are some of the general qualifications for appointments and promotions;-
- (a) Quality and effectiveness of teaching. Teaching effectiveness may be evaluated in various ways. Among these are -
    - 1. The judgement of a Faculty member's colleagues, particularly of senior colleagues in his own, or related fields, at this and other Institutions;
    - 2. His ability and willingness to stimulate the scholarly interests of students;
    - 3. Interest in academic counselling of students.
  - (b) General scholarship and scholarly productivity. These may be manifested in a variety of ways, any one of which may be a sufficient basis upon which to evaluate his scholarship. Among these are -
    - 1. The quality of his advanced degrees;
    - 2. The quality of his research, as indicated by the nature of his publications and the awards he has held;
    - 3. His recognition by learned and professional societies.
  - (c) Administrative duties, Departmental duties, work on College and Faculty Association Committees.
  - (d) Public Service.
  - (e) Other activities which the individual Faculty member may wish to submit with his request for promotion as being worthy of serious consideration.



- iv. Promotions are not made automatically with the passage of time. A member who has reached the maximum salary for his rank may remain some time, or indefinitely, in that rank. On the other hand if circumstances warrant, a member may be promoted before reaching the maximum. However, Lecturers will normally spend three years within the rank; Assistant Professors will normally spend five years; and Associate Professors at least six years within the rank.
- v. Promotion of a Faculty member from one rank to another is made by the President on the recommendation of the Chairman of the Department and C.A.R.T. The President will inform the Faculty member by December 15th.
- vi. All appeals on decisions relating to contracts must be given to C.A.R.T. or to the President by January 15th.
- vii. The President may, in individual cases and on the recommendation of C.A.R.T., waive certain regulations governing appointments, rank and tenure.
- viii. Appointment as Dean, Associate Dean, Director, or Chairman of a Department, has no relation to rank, nor is any particular rank required for such appointment.

#### VIII. CONTRACTS:

- i. Contracts are normally subject to renewal, unless otherwise specified in the contract.

- ii. Contracts subject to renewal will be submitted to the Faculty members concerned by December 15th., and if accepted, must be signed and returned by January 15th., unless other arrangements are made with the College. In general, special arrangements will not be extended beyond February 15th.
- iii. Contracts may be terminated by mutual agreement at any time.
- iv. A member of Faculty whose contract will not be renewed will receive written notification by December 15th.
- v. A member of Faculty whose contract has not been renewed, or some other person acting for him, may ask the Faculty Association of Loyola College to discuss the matter with C.A.R.T.
- vi. A member of Faculty intending to resign should send a formal letter of resignation to the President by January 15th.

IX. SALARY:

- i. The Faculty salary scale is determined by the President and his financial consultants. To assist them in the task, recommendations will be made by the Faculty Association Financial Committee.
- ii. The salary scale provides for annual increments for full-time Faculty members. Increments granted will be such that the salary will not normally exceed the maximum for the relevant rank.

- iii. Increments beyond any minimum will be awarded by the President on the recommendation of C.A.R.T., and the Chairman of the Department concerned. Appeals on decisions on increments may be made to C.A.R.T.
- iv. Faculty members are paid monthly by cheque on the last day of each month. Salary cheques may be forwarded by mail.
- v. Government tax laws require the withholding of income taxes from all salary cheques.

X. BENEFITS:

Among the benefits of employment at Loyola College are the following;-

- i. Pension Plan: All full-time Faculty must participate in a pension plan, whereby each full-time member of Faculty contributes a minimum of 5%. The College also contributes an amount of 5% of salary. The plan is effective on appointment. See the Payroll Accountant for application form and brochure.
- ii. Group Life Insurance: The College provides Group Term Life Insurance equal to three times the annual salary for full-time male members of Faculty (annual salary for full-time female members) less cash pension benefit. Fifty percent of the premium is paid by the member of Faculty and the remainder is absorbed by the College. Participation is compulsory on appointment. Application forms should be submitted at time of signing of contract. Coverage is effected on acceptance by the insuring company. Additional application forms and brochures may be obtained from the Payroll Accountant.



- iii. Medical Insurance: The College subscribes to the Blue Cross Basic and Major Medical Plan. At the present time 50% of the premium is paid by the College. Participation is optional. The application form must be completed and mailed to the Payroll Accountant for submission to Blue Cross. Coverage is effected on acceptance by Blue Cross. See the Payroll Accountant for application form and brochure.
- iv. Tuition: The College undertakes to pay 50% of tuition fees at Loyola College of children of full-time Faculty members. This will only apply if they are not in receipt of scholarships. And the College undertakes to pay 50% of tuition fees for individual courses taken by husbands or wives of full-time members of Faculty.
- v. Dining Room Facilities: Are available for members of Faculty and guests for daily meals at reasonable cost.
- vi. Parking: All Faculty members are entitled to free parking at the rear of the Campus. See the Captain of the Security Guards for car stickers.

#### XI. LEAVES:

- i. Summer leave - normally does not begin until after spring Convocation. Before leaving for the summer, each member of Faculty is expected to turn in examination results to his Chairman of Department and to attend committee meetings, e.g., meetings of the

Committee on Academic Standing, that may be called after Convocation. Each Department is expected to have one or more members available during the summer for essential services. The summer leave ends around the beginning of September, so that all supplemental examination results may be given to the Registrar in the first week of September. The Committee on Academic Standing meets at least one week before fall Registration. The first Faculty meeting takes place on an assigned date in the week before Registration.

- ii. Short-term leaves during the teaching sessions, such as leaves due to sickness, or for travel to conventions, etc., should be approved by the Chairman of the Department and the Dean.
- iii. Study leaves during summer - members of Faculty who wish to leave before the Spring Convocation and/or return after the beginning of September, should apply to the Dean.
- iv. Sabbatical leave - the College recognizes that a sabbatical leave is desirable for scholarly development and renewal, and is therefore a necessary part of academic life.

The policy of the College is as follows;-

- (a) A full-time Faculty member who has completed his formal graduate studies and who has completed six years of continuous full-time service at the College is eligible for sabbatical leave.
- (b) A sabbatical leave is granted by the President on the recommendation of the Dean of Studies and the Chairman of the Department.

- (c) Application for a sabbatical leave should be submitted at least six months prior to the commencement of the leave. A statement of the use to which the leave will be put should accompany the application.
  - (d) Upon the expiry of the sabbatical leave it is expected that the Faculty member will return to full-time service at the College.
  - (e) A sabbatical leave will be granted only if satisfactory arrangements for carrying on the work of the Department can be made.
  - (f) During the sabbatical leave the status of the Faculty member, in terms of promotion, tenure, salary increases, pension and insurance plans, will be protected.
  - (g) A sabbatical leave is given at half-salary for a full year, or full salary for a half-year. Additional salary may be given, depending on such factors as, length of service, the nature of the research project, the availability of funds, etc.
- v. Study leave - "Study leave" refers to leave to enable a Faculty member to complete some formal requirement such as a Ph.D. Such leave may be granted by the College provided the work of the Department is not seriously hindered. Terms of the leave will be by arrangement between the College and the individual Faculty member.
- vi. Leave of absence - "Leave of absence" refers to a leave when no salary is paid by the College.



Such leave is granted by the College for a specific purpose, such as visiting professorships, membership on commissions, etc., and on condition that the work of the Department is not seriously hindered. During the leave of absence, the status of the Faculty member, in terms of promotion, tenure, salary increases, pension and insurance plans, will be protected.

- vii. Sick leave - of more than a month's duration is subject to special arrangement between the College and the Faculty member concerned.

## XII. TRAVELLING EXPENSES:

- i. On appointment: A member of Faculty appointed to the College shall normally be given an allowance to help defray travel and moving expenses. The amount of reimbursement, which may extend to \$500.00, shall be determined by the College in accordance with transportation costs and the distance travelled.
- ii. To Conferences:
  - (a) Encouragement is given to Faculty members to attend important meetings of their Learned Societies, particularly if they are actively involved in the program.
  - (b) The College may pay part, or all, of the travel expenses to conventions, depending upon the number of requests made for travel allowance. Since the grants usually have to be made on a priority basis, it is necessary to consider at one time all applications for a given period. Requests should be made through the Chairman of the Department to the Dean. Grants are made to individuals and are



not transferable. Applications for grants should be made well in advance of the meeting.

- (c) In making grants, the following criteria will normally be used;-
  - 1. Is the applicant giving a Paper at the meeting?
  - 2. Is the applicant a member of the executive or of an important committee of the organization?
  - 3. Is the meeting of more than usual significance?
  - 4. How far does the applicant have to travel to the meeting?
- (d) Normally, if the applicant is actively involved in the program of an important learned society, he will be granted return rail or economy plane fare, and a per diem allowance for the actual days of the meeting.
- (e) If a Faculty member travels to carry out a College assignment, expenses connected with this assignment will be paid by the College.

#### XIII. MEMBERSHIPS IN LEARNED SOCIETIES:

- i. Individual memberships in learned societies and other professional associations are the responsibility of the individual Faculty member.
- ii. Membership in the Faculty Association of Loyola College is not compulsory, but Faculty members are encouraged to join the Association and to participate in its activities.

#### XIV. ACADEMIC STAFF RECORDS:

- i. All new members of the teaching staff are asked

to fill out a form listing biographical data and publications in their academic specialty. Faculty are asked to keep these lists up-to-date since they provide information of considerable importance in considerations on re-appointments, salary increases and promotions.

- ii. Lists of Faculty publications are circulated but it is the obligation of the Faculty member to see that the information concerning his publications be given to the Office of the Dean.
- iii. New members of the Faculty should arrange to have their photographs taken for the College records.

**XV. RETIREMENT:**

- i. All Faculty members shall retire at the close of the academic year in which they have reached the age of sixty-five. However, they may be re-appointed on a special contract after they have reached the age of sixty-five.
- ii. Retention on the academic staff after the retirement age is subject to annual review and recommendations from C.A.R.T., the Chairman of the Department and the Dean of Studies.

+++++

Approved by the Senate of Loyola College,  
May, 1965.